

TIME STATEMENT_MASS PRINT

Trigger: Agency has a requirement to print time information (time statement).

Business Process Procedure Overview: The preferred method for printing time statements is through Employee Self Service (ESS.) This transaction allows for central printing of the time statement for users who are not able to print and for agencies that will initially print this statement. A designated agency user will be able to print the time statements for a group of employees.

Tips and Tricks

- Pre definition of a group of people for whom the time statement is to be printed is very important. This pre definition can be in the form of an Organizational Unit or Personnel Number.
- In order to print time statements for your Organizational Unit, or for your group of employees, you must have the required authorization.
- Additional knowledge of the Agency's Organizational structure/units and its relationship with individual personnel will be very useful.

The screenshot shows a software window titled "Time Statement Print". At the top is a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main content area has a title bar and a "Selection" section. This section contains three input fields: "Period (YYYYMM)", "Organizational unit", and "Personnel Number". Below these fields is a checkbox labeled "Include Subordinate Org Units" which is checked. To the right of the input fields are two arrow buttons pointing right.

To print time statements, it is important to understand the definitions of the above selection field/parameters.

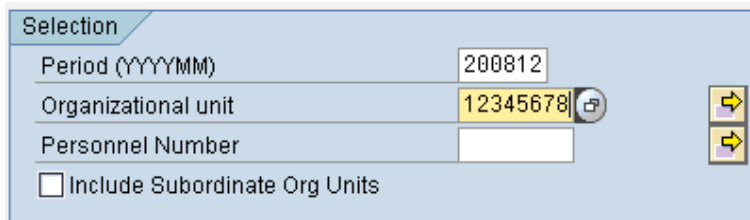
- **Period-** Period is the calendar month for which time data is to be included on the time statement. Before a time statement is printed, it is important that all time data has been entered and approved for that period and that Time Evaluation has run for the period.

- **Organizational Unit** – Using Organizational Unit the local HR representative will be able to print the time statements for all employees under their Organizational Unit (that are in positions that belong to that particular Org Unit). The Agency HR should communicate to each of their HR representatives the Organizational Unit(s) for which they will be responsible for printing time statements.



NOTE: Organizational Unit is a master data field and each employee is assigned to a specific Organizational Unit. Each local HR representative will be able to maintain documentation for their assigned organizational units.



Please note the following:

1. There is a checkbox underneath 'Personnel Number' that allows you to **include** subordinate Organizational Units (checkbox selected) or to **exclude** subordinate Organizational Units (checkbox deselected) when you print the time statements. By **default** this checkbox is selected so that if you enter a value in the Organizational Unit field it will include all the subordinate Organizational Units.
2. This allows flexibility when selecting the group of employees for which you want to print time statements.
3. Examples of how the selection options can be used:
 - **Print time statements for employees in a single Org Unit A (the 8 digit number for this Org Unit is 12345678).** If you have 10 employees that belong to Org. Unit A and you want to print their statements you will enter the number of this one Org Unit, **deselect** the checkbox so that no subordinate Org Units are included and print the statements. See screen print below:

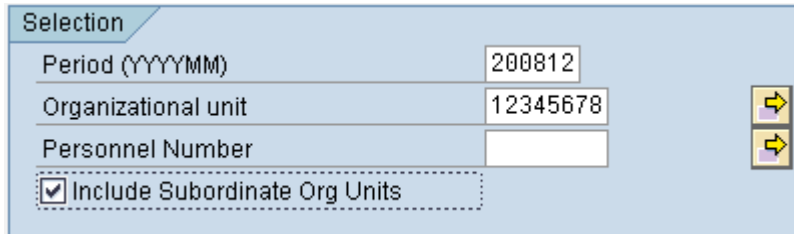


The screenshot shows a 'Selection' dialog box with the following fields and controls:

| Selection | |
|--|---|
| Period (YYYYMM) | 200812 |
| Organizational unit | 12345678  |
| Personnel Number |  |
| <input type="checkbox"/> Include Subordinate Org Units | |

If you do not know what the 8 digit number for the Org Unit is you can use the search button  next to the Organizational Unit field to look this number up. Click on the  button, drill down in the structure until you find the Org Unit you are looking for, select and double click and the number will be pulled into the field.

- **Print time statements for employees in a number of Org Units where there is a hierarchical relationship with subordinate units.** In this example Org Unit A is the highest Org Unit in the hierarchy (10 employees) and Org Unit B (6 employees) and C (5 employees) both report to Org Unit A. To print time statements for all 21 employees you will enter the number for Org Unit A in the Organizational unit field, **select** the checkbox to **include** subordinate Org Units and print the statements. See screen print below:



The screenshot shows a 'Selection' window with the following fields and options:

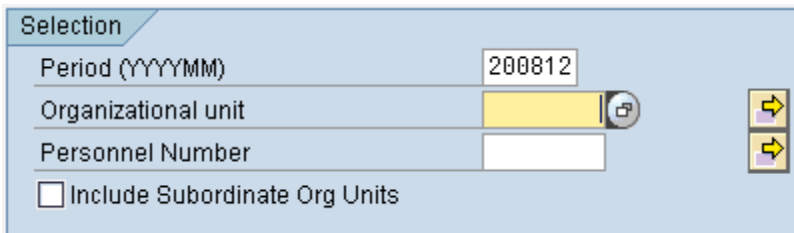
| | |
|---|----------|
| Period (YYYYMM) | 200812 |
| Organizational unit | 12345678 |
| Personnel Number | |
| <input checked="" type="checkbox"/> Include Subordinate Org Units | |

There are two yellow arrow buttons on the right side of the window.

NOTE: The Time Statements will print out sorted by Personnel Number, regardless of how many Org Units are included.

- **Print time statement in a number of Org Units that are not related via a hierarchy.** You may have a situation that you want to print statements for employees that belong to Org Units in separate areas of your organization. If you have this requirement you can select individual Org Units and print statements for the employees that belong to these Org Units. Say you have Org Unit Z (10000001), Org Unit Y (10000002) and Org Unit X (10000003) but they do not report to each other. You can still print statements for the employees that belong to these org units by entering the org units separately in the selection screen as follow:


Complete the Period field and deselect the checkbox to include subordinate Org Units. See screen print below:

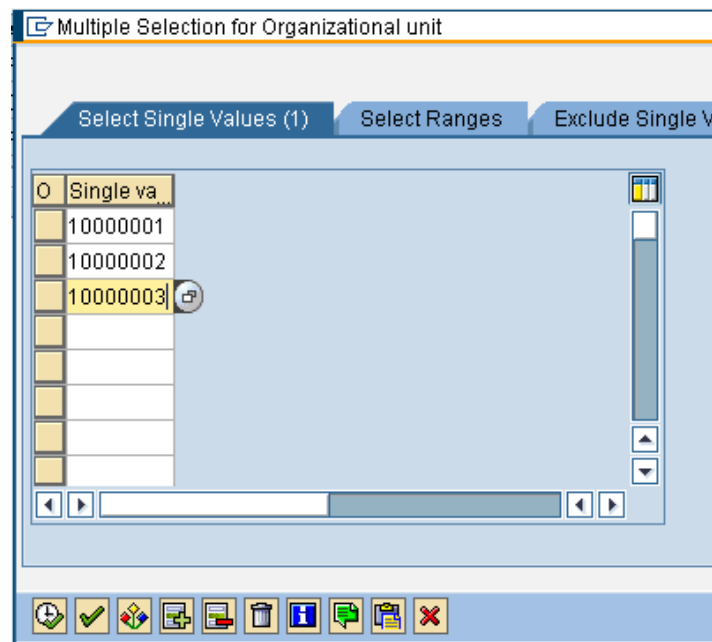



The screenshot shows the same 'Selection' window as above, but with the following changes:




| | |
|--|--------|
| Period (YYYYMM) | 200812 |
| Organizational unit | |
| Personnel Number | |
| <input type="checkbox"/> Include Subordinate Org Units | |


The 'Organizational unit' field is highlighted in yellow. There are two yellow arrow buttons on the right side of the window.

Click on the  button next to the Organization unit field and enter the Org Unit numbers in the screen that displays as shown below (This screen should contain all the Org Units numbers you want to select):



NOTE: You may also search for Org Units by clicking on the  button and then drill down in the Org Structure until you find the Org Unit(s) you are looking for. Simply select such an Org Unit by double-clicking on it.

Step 3: Click on the copy  button to return to the previous screen. You will notice that the 'multiple selection'  button now looks as follow  - which shows you that you have selected more than one Org Unit:

| Selection | |
|--|--|
| Period (YYYYMM) | 200812 |
| Organizational unit | 10000001  |
| Personnel Number | |
| <input type="checkbox"/> Include Subordinate Org Units | |

Multiple selections (active)

- **Personnel Number** - This is the lowest level of selection parameter for time statements. Time statements can be printed for an individual employee or for a group of employees as shown below.

Selection

Period (YYYYMM) 200812

Organizational unit

Personnel Number 123456

☐ Include Subordinate Org Units

Multiple Selection for Personnel Number

Select Single Values (1) Select Ranges Exclude Single Values


Single va...

123456

Multiple selection..

Examples of how the Personnel Number field can be used to print time statements:



- **Print a time statement for a single employee.** After you have entered the Period field you can just enter the personnel number for the particular employee directly into the field and then proceed to print the time statement. If you need to search for the Personnel Number there is a search help feature you can use, following the steps described below,


Click on the  button next to the Personnel Number field (if you do not see this button just click in the Personnel Number field and it will display). You will see the next search help screen:

Last name - First name PDC error indicator Personnel

Last name Doe


First name J*

This screen offers several options to search for an employee, represented by several different tabs  at the top of the screen. The most frequently used options are the one shown here (using the Last name and First name fields) and the other option is to search by  (organizational assignment) - shown later.

Enter the Last name / First name and click on the  button. You will get a list of all the employees with the last name 'Doe' and the first name starting with a 'J' (in this example there was only one hit)

Personnel Number (1) 1 Entry found

| Last name | First name | Title | Pers.No. | Start Date | End Date |
|-----------|------------|-------|----------|------------|------------|
| Doe | Jane | | 01085337 | 04/18/1962 | 12/31/9999 |

Select the appropriate employee by double clicking on the name in the list (You can also select the employee with a single click and then click on the  in the example below:

Selection

Period (YYYYMM)

Organizational unit

Personnel Number

☐ Include Subordinate Org Units

The system will enter the selected Personnel Number in the field and you are now ready to print this individual's time statement.

- **Print a time statements for a group of employees using the Personnel Number field and a series of selection options.** If you want to select a very specific group of employees in your organization (other than in a particular Org Unit or Units) you can use other selection options that are to be found in the Search option next to the Personnel Number field. To do this complete the following steps:

Complete the Period field and deselect the checkbox to include subordinate Org Units. See screen print below:


Selection

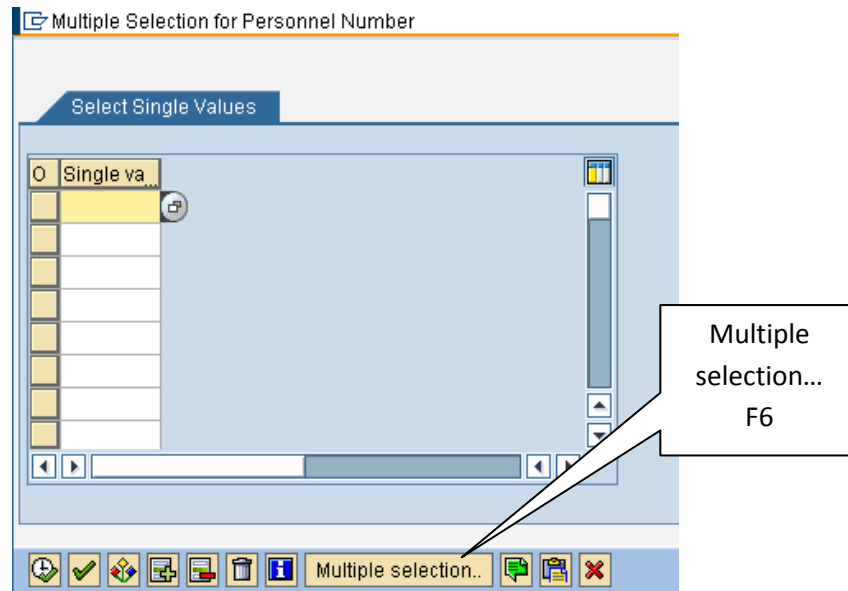
Period (YYYYMM)

Organizational unit

Personnel Number

☐ Include Subordinate Org Units

Click on the  button next to the Personnel Number field and then on the **Multiple selection..** button at the bottom of the pop-up screen that displays (see below):



In the following screen click on the 'Organizational assignment' tab and use the fields (selection options) on this screen to narrow down / select the group of employees you want to print statements for, e.g. employees in a certain employee group or employees in a certain Payroll Area or a combination. In this example I have selected all the employees in Personnel Area 1401 (OSC), in Payroll Area 01 (Monthly) whose Last Name begins with a 'W':

Restrict Value Range (1)

Part-time employees (D) Sickness cert.data (A) Organizational assignment

Personnel area 1401

Personnel subarea

Employee group

Employee subgroup

Payroll area 01

Company Code


Cost Center

Organizational unit





Organizational key


Administrator group

Time administrator

Last name  M*

First name

Click on the  and you get a list of these employees upon which you can select some or all of them.

NOTE: Only use this option when there is a need to print time statements for a **limited number of individual employees**. The Personnel number will be required in order to print a time statement for that individual.

Required and optional fields:


| Field Name | Description | R/O/C | Values |
|---------------------|---|-------|---|
| Period | Period is the calendar month for which you want to see time data. Before a time statement is printed, it is important that all time data has been entered and approved for that period and that Time Evaluation has run for the period. | R | Enter value in Period. Example: 200812 |
| Organizational unit | Organizational unit is master data field and each employee is assigned to a specific organizational unit. Each local HR representative will be able to maintain documentation for their assigned organizational units. | R | Enter value in Organizational Unit Example - 70227938 |

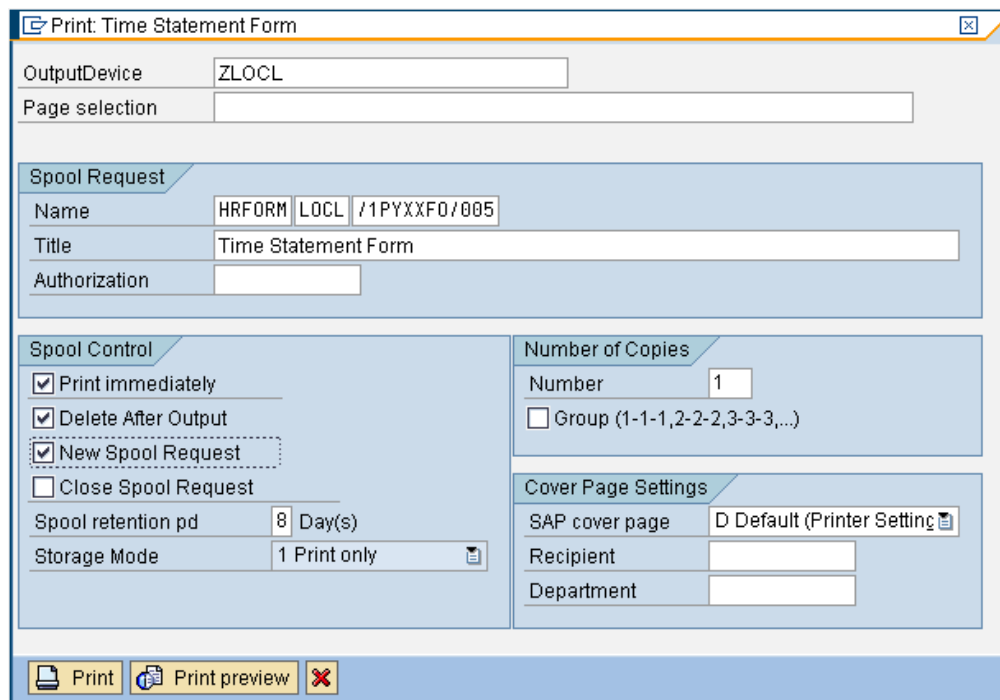
| | | | |
|---------------|--|---|---|
| Personnel no. | This is the lowest level of selection parameter for time statements. Time statements can be printed for an individual employee or for a group of employees as below. | R | Enter Value in Personnel No. (Orbit no.) Example - 1501777 |
|---------------|--|---|---|

NOTE- You cannot enter values in both the Organizational unit and personnel number fields. The system will give an error message if both values are entered. Only use Organizational unit as provided by your HR office.

Press **ENTER** or Click **Enter**  button.

The system validates the values you have entered. If there are any errors in your selections, review the selected values for each field and if values are correct, contact your Agency HR technician.

Click **Execute (F8)**  button and wait until printer selection screen is displayed as shown below.



Print: Time Statement Form

OutputDevice: ZLOCL

Page selection:

Spool Request

Name: HRFORM LOCL /1PYXXF0/005

Title: Time Statement Form

Authorization:

Spool Control

☒ Print immediately

☒ Delete After Output

☒ New Spool Request

☐ Close Spool Request

Spool retention pd: 8 Day(s)

Storage Mode: 1 Print only

Number of Copies

Number: 1

☐ Group (1-1-1,2-2-2,3-3-3,...)

Cover Page Settings

SAP cover page: D Default (Printer Setting)

Recipient:

Department:

Print Print preview

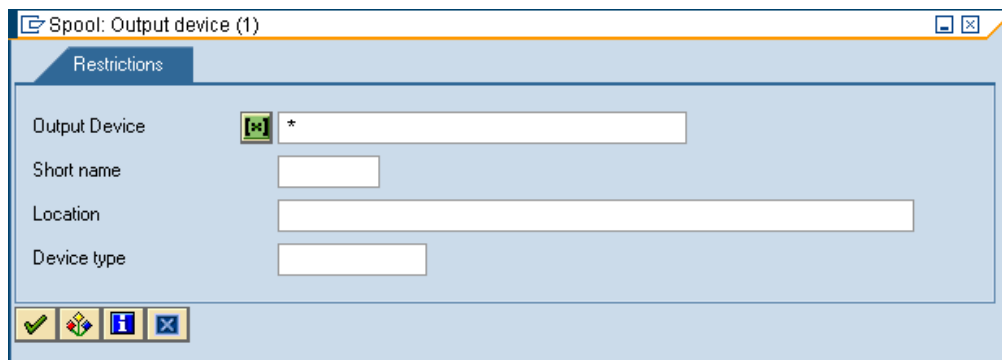
 Information:

Most of the values for the above selection are populated automatically based on the settings prepared for you by selecting the printer (e.g. ZLOCL = local printer set for you in Beacon). NB – Must be ZLOCL (LOCL does not print correctly)

NOTE to DOC and DHHS (for printing of large quantities of time statements to Mainframe Printers).

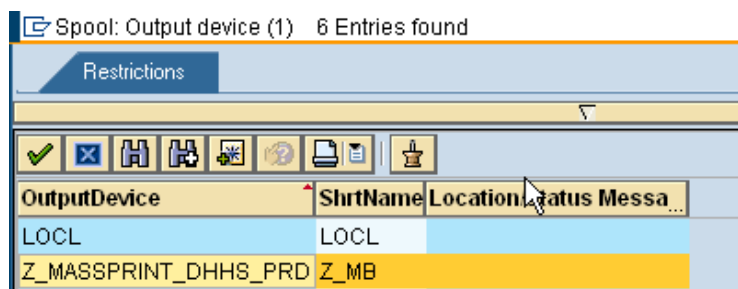
Please follow the following steps to select the correct printers for mainframe printing (do not use ZLOCL):

1. Click on the drop-down  next to the 'Output Device' field:




1. Put a * in the Output Device field and click on .

You will see a list of available printers:



| OutputDevice | ShrtName | Location | Status | Message |
|----------------------|----------|----------|--------|---------|
| LOCL | LOCL | | | |
| Z_MASSPRINT_DHHS_PRD | Z_MB | | | |

3. Select the appropriate printer from the list:
(for DHHS = Z_MASSPRINT_DHHS_PRD and for DOC = Z_MASSPRINT_ITS_PRD)
4. Click on the 'copy'  button:

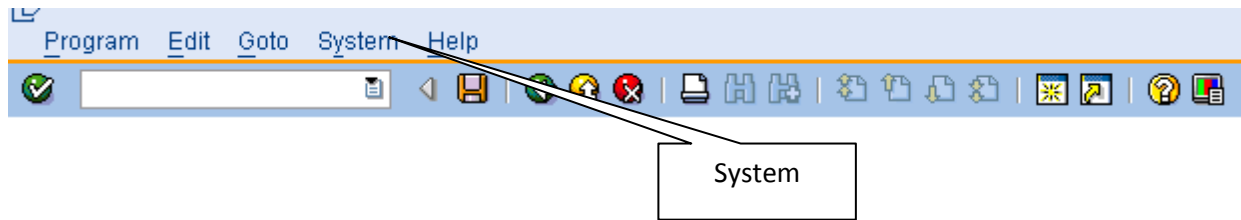
You have selected the correct printer for Mass Printing to the Main Frame.

- B) The above example shows the process to use for large quantity print (over a hundred time statements). You will select print and then release it from the print spool which will be shown on the following pages. However if you only have a few statements to print, check the Print immediately box under Spool Control in this pop up spool window. The statements will go directly to the printer and you are finished.

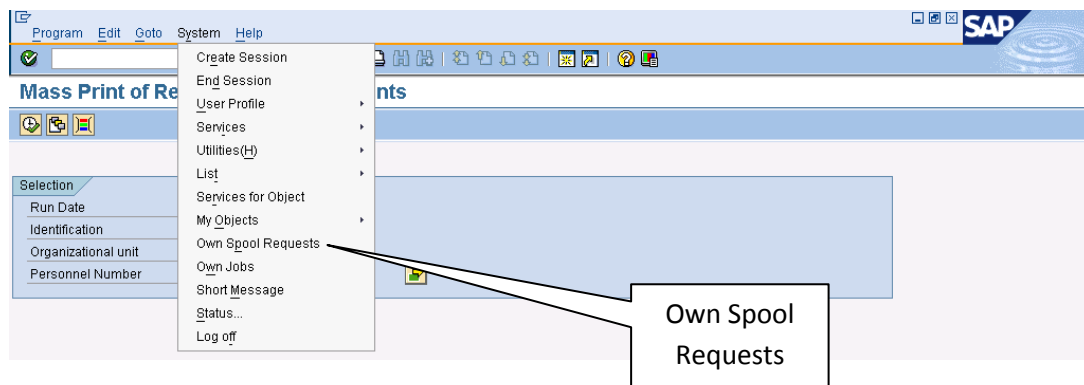
6. Click **Print** button.

Once you click print button, you will get the following screen:

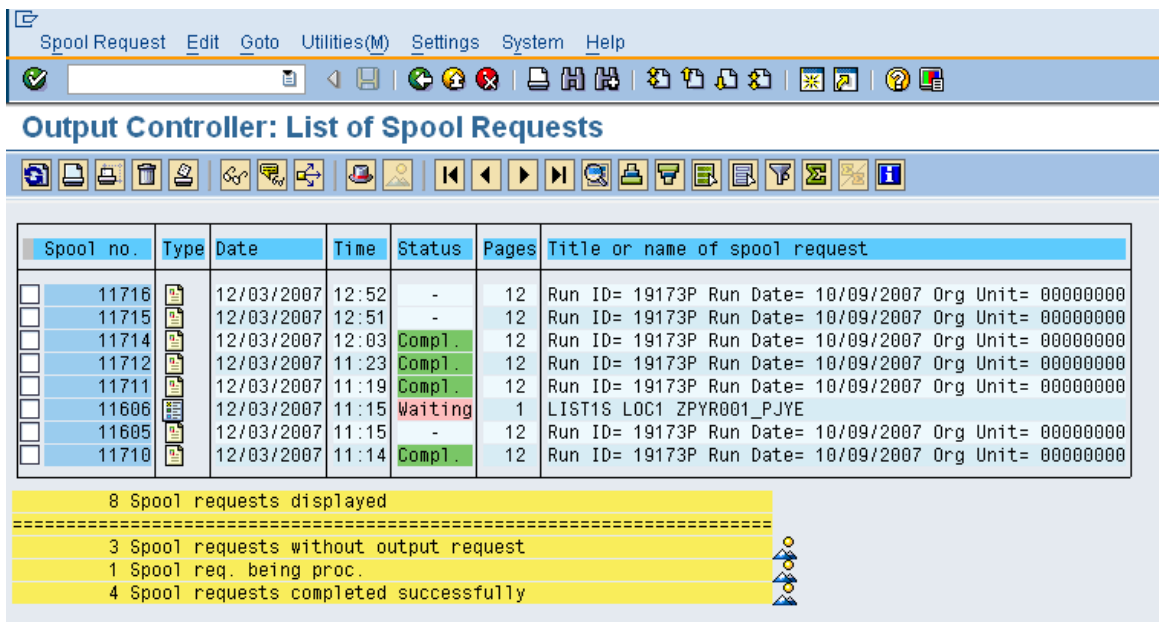
7. Choose the "System" option from the top menu bar.



Mass Print of Time Statements



8. Choose “Own Spool Requests” option under system menu to get the following screen:



**Information:**


Check the date and time for the appropriate print file. Select the item that looks like a document icon under TYPE. This will allow you to review the documents in the print spool as shown on the next few pages. Select the box next to the spool request and select the print icon to print the documents.

Print Preview of ZLOCL Page 00001 of 00010

Text Edit Goto System Help

Print Preview of LOCL Page 00001 of 00010

Archive Print and Archive



Time Statement

Period: 12/01/2008 to 12/31/2008

Run Date: 01/25/2009

Page 1/1

Personal / Organizational Data

| | | | |
|-------------------|--------------------------------------|-----------------|-----------------------------|
| Name | Dana Dunlow Lyle | Overtime Period | Wk - Sun (mdnt) - Sat |
| Personnel Number | 00450285 | Work Schedule | D02N10_F - MTWH-10,FSas-0 |
| Length Of Service | 160.00 Months | Emp Group | A- SPA Employees |
| Position | 80087194 - Pmo Business Systems Anal | Sub Area | NC01- 7day Nom |
| Personnel Area | 1401- State Controller | Time Mgt Status | 1 - Positive Time Recording |

Leave Quotas (hours available)

| Description | Beginning | Accrued | Deducted | Paid Out | Expired | Offset | Adjustment | End Balance |
|--------------------|-----------|---------|----------|----------|---------|--------|------------|-------------|
| Vacation Leave | 233.87 | 13.17 | 2.00 | | | | | 246.04 |
| Sick Leave | 59.00 | 8.00 | | | | | | 67.00 |
| Overtime Comp Time | 30.00 | 3.00 | 37.00 | | | | | 4.00 |
| Holiday Comp Time | 13.00 | | | | | | | 13.00 |
| Holiday leave | 28.00 | 16.00 | 28.00 | | | | | 16.00 |
| Community Service | 13.50 | | 8.00 | | | | | 5.50 |

Calculated Time Results

| Description | |
|----------------------|--------|
| Regular Time Hours | 119.00 |
| OT Comp Earned Hours | 3.00 |

Only page 1 to page 10 of 14 displayed


9. Click Next Page (Page down)  button.

Print Preview of ZLOCL Page 00002 of 00010

Text Edit Goto System Help

Print Preview of LOCL Page 00002 of 00010

Archive Print and Archive



Time Statement

Period: 12/01/2008 to 12/31/2008

Page 1/1

Run Date: 01/25/2009

Personal / Organizational Data


| | | | |
|-------------------|---------------------------------|-----------------|------------------------------|
| Name | Donald Thomas Childrey | Overtime Period | Wk - Sun (mdnt) - Sat |
| Personnel Number | 00504028 | Work Schedule | 002N10_F - MTWH-10, F Sa S-O |
| Length Of Service | 228.00 Months | Emp Group | A- SPA Employees |
| Position | 00087177 - Time Management Lead | Sub Area | NCD1- 7day Norm |
| Personnel Area | 1401-State Controller | Time Mgt Status | 1 - Positive Time Recording |

Leave Quotas (hours available)

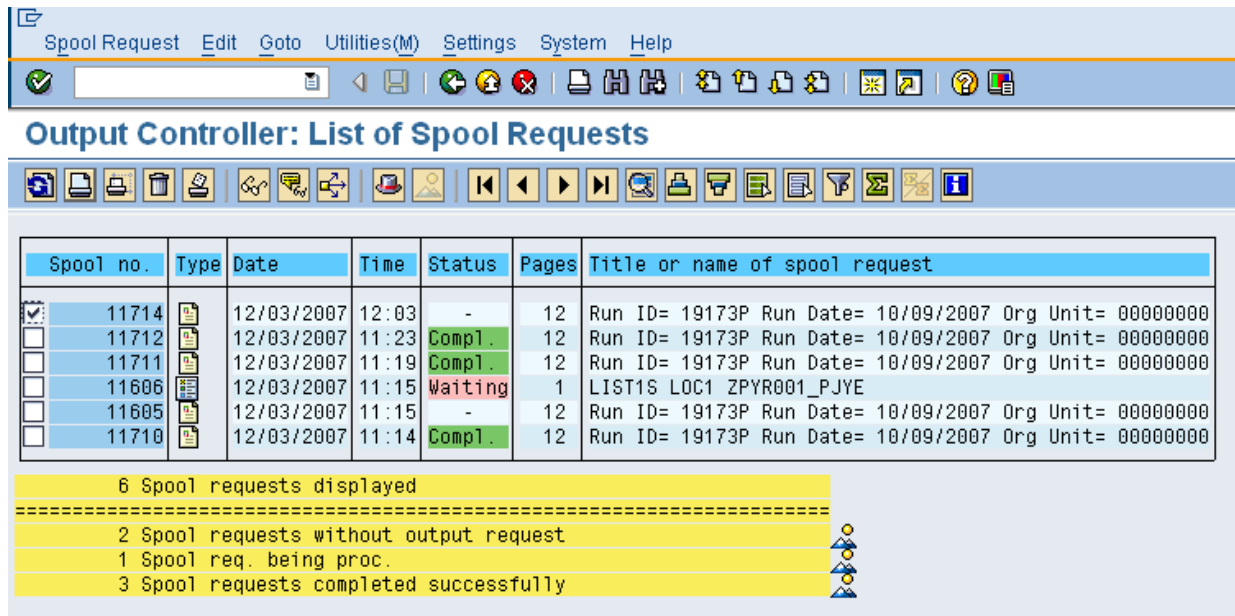
| Description | Beginning | Accrued | Deducted | Paid Out | Expired | Offset | Adjustment | EndBalance |
|--------------------|-----------|---------|----------|----------|---------|--------|------------|------------|
| Vacation Leave | 406.67 | 15.17 | | | | | | 422.04 |
| Sick Leave | 1,793.17 | 8.00 | | | | | | 1,791.17 |
| Overtime Comp Time | 307.68 | 7.00 | 19.50 | | | | | 295.18 |
| Holiday Comp Time | 10.25 | | | | | | | 10.25 |
| Holiday leave | 24.00 | 16.00 | 24.00 | | | | | 16.00 |
| Bonus Leave | 200.00 | | | | | | | 200.00 |
| Community Service | 24.00 | | | | | | | 24.00 |

Calculated Time Results

| | |
|----------------------|--------|
| Description | |
| Regular Time Hours | 140.00 |
| OT Comp Earned Hours | 7.00 |

10. Click **Back (F3)**  button to go back to spool list as below,

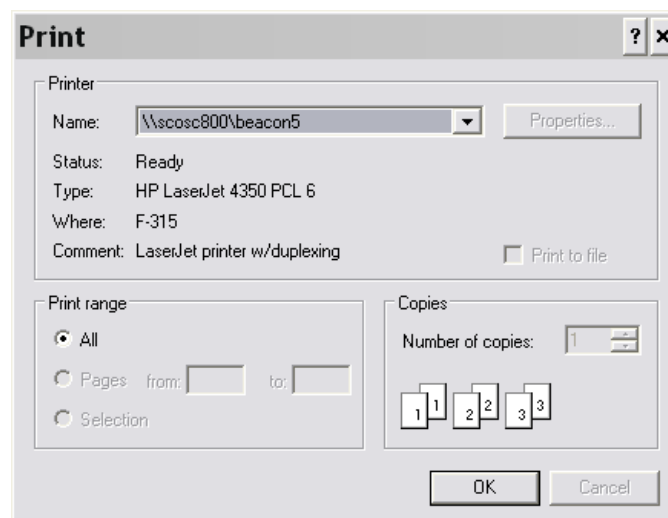
Output Controller: List of Spool Requests



11. Click Spool no. checkbox, example ☐ 11714.

12. Click print icon (or Ctrl+Shift+F8)

Print



NOTE:- A Printer (name) will be automatically selected if user has a default printer set (Make sure this is the correct printer.)

13. Click OK button.

Output Controller: List of Spool Requests

| Spool no. | Type | Date | Time | Status | Pages | Title or name of spool request |
|---|------|------------|-------|---------|-------|--|
| <input checked="" type="checkbox"/> 11714 | | 12/03/2007 | 12:03 | Waiting | 12 | Run ID= 19173P Run Date= 10/09/2007 Org Unit= 00000000 |
| <input type="checkbox"/> 11712 | | 12/03/2007 | 11:23 | Compl. | 12 | Run ID= 19173P Run Date= 10/09/2007 Org Unit= 00000000 |
| <input type="checkbox"/> 11711 | | 12/03/2007 | 11:19 | Compl. | 12 | Run ID= 19173P Run Date= 10/09/2007 Org Unit= 00000000 |
| <input type="checkbox"/> 11606 | | 12/03/2007 | 11:15 | Waiting | 1 | LIST1S LOC1 ZPYR001_PJYE |
| <input type="checkbox"/> 11605 | | 12/03/2007 | 11:15 | - | 12 | Run ID= 19173P Run Date= 10/09/2007 Org Unit= 00000000 |
| <input type="checkbox"/> 11710 | | 12/03/2007 | 11:14 | Compl. | 12 | Run ID= 19173P Run Date= 10/09/2007 Org Unit= 00000000 |

6 Spool requests displayed

=====

1 Spool request w/o output request

2 Spool requests being processed

3 Spool requests completed successfully

14. Click **Back (or F3)** button.

The system task is complete.

SORTING

The program will sort the time statements using the **personnel number** of the employees selected. It will not sort by Org Unit if multiple Org Units are selected.


Setting up and using variants for Mass printing purposes:



A. Setting up the variant:


STEP 1: Once you have gathered the data you want to use for printing the time statements in your Agency you enter it into the selection screen (after you have entered T-Code ZNCTIME).

In the example below you have decided you want to print the time statements for all employees in Org Unit (# 12345678 and all the subordinate Org Units). You have also determined the Period, namely 200812:

Time Statement Print





Selection
Period (YYYYMM) 200812
Organizational unit 12345678 
Personnel Number 
☒ Include Subordinate Org Units

STEP 2: Since you will always be printing the time statements for all the employees in this Org Unit (# 12345678 and all its subordinate Org Units) you want to **save these values as a variant** so that you do not have select these values every time you run the report. To do this, click the  button at the top of the screen. The following screen will display:

Variant Edit Goto Environment System Help





Variant Attributes

 Copy Screen Assignment 

Variant Name
Meaning

| Scrn Assignm. | |
|-------------------------------------|-----------------|
| Created | Selection Scrms |
| <input checked="" type="checkbox"/> | 1000 |

☐ Only for Background Processing
☐ Protect Variant
☐ Only Display in Catalog
☐ System Variant (Automatic Transport)

Objects for selection screen

| Selection Scrms | Field name | Type | Protect field | Hide field | Hide field BIS | Save field without values | Switch GPA off | Required field | Selection variable | Option | Name of Variable (Input Only Using |
|-----------------|-------------------------------|------|--------------------------|--------------------------|--------------------------|---------------------------|--------------------------|-------------------------------------|--------------------|--------|------------------------------------|
| 1,000 | Period (YYYYMM) | S | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| 1,000 | Organizational unit | S | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 1,000 | Personnel Number | S | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 1,000 | Include Subordinate Org Units | P | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |

Now you have to enter the Variant attributes so that you (or other co-workers) will recognize this variant in future when they want to use it. You have to complete the following fields:

- 1) Variant Name (Use a naming convention for your agency / group)
- 2) Meaning (Give a description of the content of the variant)

NOTE: Since the Period field in the report is **required** you have to complete it to save the variant. But since this field will **change** every period you will need to remember to update this value each time you run the program.

STEP 3: Complete the Variant Name and Meaning fields, and click the  button again.

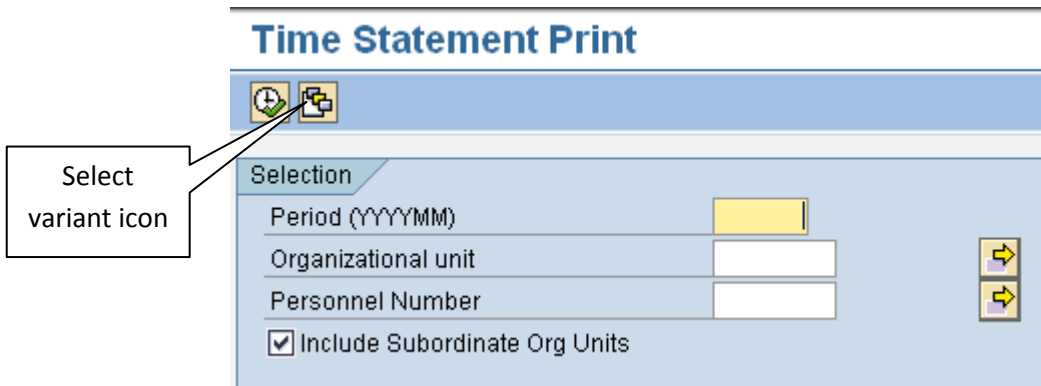
STEP 4: You will get a message at the bottom of the screen that the variant (Name) has been saved.

B. Using the variant:

Next time you want to use this variant to print time statements you can access it as follows:



STEP 1: Enter T-Code ZNCTIME to start the program. On the first screen you will see this

icon .

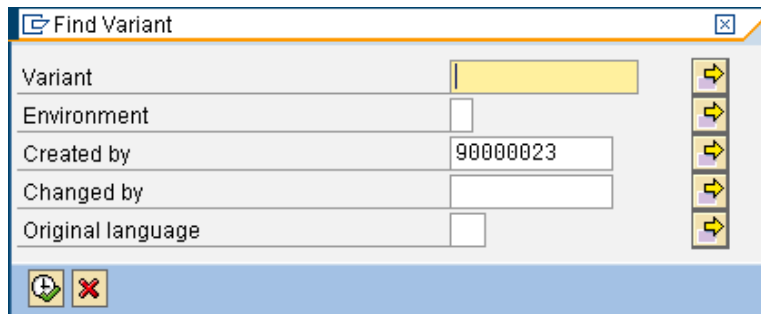


Time Statement Print






Selection



| | | |
|---|--|---|
| Period (YYYYMM) | | |
| Organizational unit | |  |
| Personnel Number | |  |
| <input checked="" type="checkbox"/> Include Subordinate Org Units | | |

Step 2: Click on the 'Get variant'  icon. The next screen will display:





Find Variant

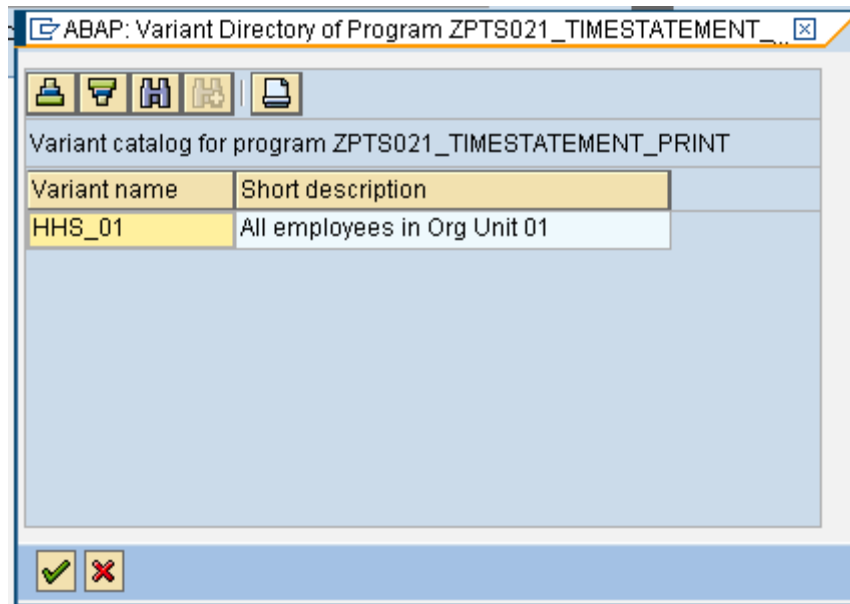
| | | |
|-------------------|----------|---|
| Variant | |  |
| Environment | |  |
| Created by | 90000023 |  |
| Changed by | |  |
| Original language | |  |


The field 'Created by' will contain the User Name of the person who logged in to SAP to execute the program (in this example it is 90000023). If you want to see the variants that this person

has created you will simply click the  button. However, if you want to see ALL the variants you have to remove the User Name as it acts as a filter. That way you will see variants created by other users as well.

STEP 3: Click the  button and you will see a list of all existing variants:



You can see the variant that we saved at the top of this list (you may have to scroll down to find your variant if there is a long list).

STEP 4: Select the variant by clicking on it (will highlight in yellow), and then click . The values you have saved will default into the selection screen – see below:

Note how the first field defaults to the current period, but the Org Unit field contains the value we selected and the checkbox to include subordinate Org Units is also selected.

All you have to do is to enter the appropriate Period and you are then ready to print the Time Statements.